



Wedding Policy

**7904 Park Vista Blvd
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www.allianceumc.net**

I. Purpose of a Church Wedding

Alliance United Methodist Church is a beautiful place to have a wedding. The sanctuary is simple, yet elegant, mid-sized, and comfortable. Our desire is to facilitate a wonderful occasion for God to be a part of a life-long commitment.

While it is our desire to help all people move closer in relationship to Jesus Christ, AUMC is not in “the wedding business”. We are not set up with a traditional wedding coordinator. The persons who represent our congregation (as wedding coordinator, sound tech, video, etc.) do so with little or no financial compensation. It is not our goal to have as many weddings as possible on an annual basis. We do not take the number of member or non-member weddings into account when planning our annual budget or income. We are a medium-sized church that is very young in tenure, therefore the additional expenses of hosting a wedding, such as increased utilities, additional cleaning required prior to and after the ceremony, and wear and tear on the facility are taken into account in the following fees and information.

II. Reserving Church/Required Fees

Setting the Date

The Chair of the Trustee’s and the AUMC church office must confirm the date for your wedding. You will need to fill out an application and return it with the deposit required, (deposits listed in the fees section of this policy) which will be returned upon final inspection of the facilities after the event. Any damage to the facilities will be deducted from the deposit. Damages exceeding the deposit will be billed to the wedding party. Reservations may be made up to one year in advance. It is recommended dates be confirmed six months prior to wedding. It is asked that if the date and/or time of wedding need to be changed, check with the church office to ensure the new date is available.

Weddings and rehearsals may not be scheduled on the following days: **Sundays, New Year’s Eve and Day, Palm Sunday through Easter weekend, Memorial Day Weekend, Labor Day Weekend, Thanksgiving Day or the weekend following, the Sunday before Christmas until the Sunday after. AUMC reserves the right to decline the scheduling of a wedding at any time other than the date above.**

Fees

Sanctuary

Members: \$100.00 deposit

Non-Members: \$950.00 plus \$300 deposit

Wedding Coordinator \$100.00 (members & non-members)

Multimedia/Sound person \$50.00 (members & non-members)

Family Life Center (Including kitchen)

\$250.00 plus \$100.00 deposit (members)

\$650.00 plus \$200.00 deposit (non-members)

These fees cover use of the Sanctuary, the sanctuary's sound system, the Bride's Room and the Groom's Room. If the Family Life Center is reserved the fee covers use of tables and chairs, kitchen, and use of sound system in the Family Life Center.

To be considered a "member wedding," the bride or the groom or one of their parents or guardians must be active members in good standing of Alliance United Methodist Church. "Members in good standing" are those persons who have joined the church by profession of faith or transfer from another congregation, who have at least monthly attendance and participate in stewardship by pledging and giving regularly.

The Wedding Coordinator must be present at the rehearsal, wedding and reception if on the premises to ensure the wedding party, the florists, caterers, photographers, musicians, and guests, follow church policies.

The Bride may elect to hire an outside consultant to coordinate the wedding and planning. AUMC's Wedding Coordinator will still need to be present to oversee the church facilities.

If the reception is being catered, the caterer must sign a release of liability form and/or provide proof of insurance and food permit.

The sanctuary seats approximately 300. There are 50 round tables approximately 60" in diameter in the Family Life Center.

A minister from another church is welcome to officiate over the wedding ceremony, provided permission is obtained from the Minister at Alliance United Methodist Church.

All fees must be received in full two weeks prior to the wedding. If payment is not received, AUMC reserves the right to cancel the date.

Refund Policy

If there is a cancellation of a scheduled wedding up to 8 weeks in advance deposit(s) will be refunded less a \$50 administrative fee. After 8 weeks the entire deposit(s) will be forfeited.

III. Important Information

Use of facilities

Smoking is not allowed in the sanctuary or in any other part of the church.

Use of illegal drugs and alcoholic beverages are not permitted on church property. Anyone who is thought to be under the influence of drugs or alcohol will be asked to leave the church property.

The only animals allowed in the sanctuary and other rooms of the church are registered service animals for special needs, i.e., Seeing Eye dogs.

All decorations, equipment, and delivery cartons shall be removed immediately after the ceremony. The sanctuary, dressing rooms and Family Life Center shall be returned to original condition. Please assign someone in advance to this task. Failure to do so could result in the return of deposit.

AUMC cannot be responsible for items lost, stolen or damaged.

Music

Music is an important part of the wedding ceremony and should be in keeping with the reverence of a Christian ceremony. The wedding ceremony is a service of worship; sacred music is the most appropriate choice for music within the service. Favorite popular selections are more appropriate for reception. All wedding music selections must be cleared through the officiating Pastor. AUMC Pianist/Organist has the first right of refusal to play at the wedding. Other musicians may play/perform at the wedding after consultation with and approval by the AUMC wedding coordinator.

Photographer/Video

The wedding ceremony is a worship service. Photographers, both amateur and professional, must observe the following guidelines:

Photographers are free to take pictures before or after the service in any part of the building and church grounds.

Once the music has begun, no flash pictures are allowed. Time exposures are permitted when taken from behind the congregation.

Photographers are asked to be as unobtrusive and as quiet as possible.

If a video recording of the service is to be made, it must be done unobtrusively. This matter must be discussed ahead of time with the officiating Pastor.

Photographers should be considerate of the sanctuary and its furnishings. No standing on the pews, other furnishings or in the windows.

Portraits may be taken in the sanctuary before the wedding date with prior arrangements with the church office.

Decorations/Florist

The florist is responsible for making arrangements with the Wedding Coordinator for a delivery time. AUMC will be open two hours prior to the wedding.

Furniture in the chancel area may only be moved or removed with permission of the Wedding Coordinator and with approval of the Trustee's

The Altar Rails may not be removed unless approved by the Trustee's.

The communion table may be moved back toward the choir loft. It cannot be removed.

Candelabras and unity candles must have dripless candles only. Protective floor coverings must be used under candelabras and candles, which must be provided by the wedding party.

Candles are not permitted outside of the chancel area with exception of candles in the windows that are currently in place. The candles in the

windows can be changed by the wedding party. Candles are not allowed in the Family Life Center.

Pew bows must be attached with elastic, ribbon, tulle, rubber bands or bow clips.

No tacks, nails, glue, tape, staples, or adhesive stripes may be used to decorate.

Artificial flower petals may be dropped by the flower girl(s).

No decorations may be hung from the wall of the sanctuary.

No center row runners are to be used unless approved by the Wedding Coordinator. Florist must remove all equipment and/or decorations as soon as possible after ceremony. Sanctuary will remain open one hour after wedding.

Altar flowers may be left for Sunday morning service with approval of Wedding Coordinator.

IV. Rehearsal

All wedding party members are requested to be on time for rehearsal, as it will start on time.

Rehearsals will be scheduled between 6:00 p.m. and 7:00 p.m. unless the Wedding Coordinator has approved prior arrangements.

AUMC will be open 30 minutes before rehearsal.

Rehearsal will be approximately one hour. This allows time to go through the ceremony twice.

III. Wedding

The church will be open two hours prior to the time of the wedding.

The Wedding Coordinator will over see the use of the facilities.

Rice, confetti, and bird seed are not permitted inside or outside the church. Bubbles may be used outside the building only.

IV. Reception

The Family Life Center and kitchen will be open two hours before the wedding unless other arrangements have been made with the Wedding Coordinator.

Three hours are set aside for the reception unless other arrangements are made with the Wedding Coordinator.

The Wedding Coordinator will oversee the set-up and the clean up of the Family Life Center.

It is the responsibility of the WEDDING PARTY to set up and take down the tables and chairs as needed for the reception.

Caterers must remove all personal equipment and leave the kitchen clean.

DJ must use their own sound equipment.

The congregation of Alliance United Methodist Church wishes for you happiness in your life together and sincerely hopes that your wedding in our church will be a sacred and beautiful occasion.

Church policies updated March 2012.

By signing below, I am agreeing to the above-mentioned regulations. I also am agreeing to be the responsible party. I understand failure to follow these regulations could lead to the discontinued use of these facilities and/or lost of deposit

I AND/OR THE ORGANIZATION RELEASE AND WAIVE ANY AND ALL CLAIMS, DAMAGES, INJURIES, AND CAUSES OF ACTION WHATSOEVER AGAINST THE CHURCH, AND SHALL INDEMNIFY AND HOLD THE CHURCH, ITS STAFF, AND VOLUNTEERS FROM SAME.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____